



Job Seeking Skills Workshops

No cost workshops open to all job seekers

March 2017

Job Seeking Skills	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	Mar 7, 21 Mar 14, 28	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Mar 7, 21 Mar 14, 28	9:00 AM–11:30 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Mar 6, 13, 20, 27 Mar 23	9:00 AM–1:00 PM 12:00 PM–4:00 PM	Logan EC Logan EC
EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Mar 10, 17, 24, 31	2:00 PM–4:00 PM	Logan EC
EMPLOYMENT ESSENTIALS - YOUTH AGES 14+: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Mar 7	3:00 PM–5:00 PM	Logan EC



Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ BATC Logan
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.*

Department of Workforce Services • jobs.utah.gov | americanjobcenter.org



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PROFESSIONALISM: SUCCESS IN THE WORKPLACE: Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	Mar 2 Mar 22	9:00 AM–11:00 AM 10:00 AM–11:00 AM	Logan EC Logan EC
*LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	Mar 13, 27	2:00 PM–4:00 PM	Logan EC
JOB SEARCH STRATEGIES: Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	Mar 8	2:00 PM–4:00 PM	Logan EC
FEDERAL APPLICATIONS: Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	Mar 1	10:00 AM–11:00 AM	Logan EC
MILITARY EXPERIENCE MATTERS: Learn how to transfer your military experience and skills to civilian employment using state and federal resources.	None		

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Life Skills			
BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Mar 6, 20	2:00 PM–4:00 PM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Mar 15	12:00 PM–4:00 PM (PART 1)	Brigham City EC
	Mar 16	12:00 PM–4:00 PM (PART 2)	Brigham City EC
	Mar 28	9:00 AM–1:00 PM (PART 1)	Logan EC
	Mar 29	9:00 AM–1:00 PM (PART 2)	Logan EC
HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	Mar 14	9:00 AM–4:00 PM	Logan EC
STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.	Mar 15	9:00 AM–4:00 PM	Logan EC
PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	Mar 2	9:00 AM–4:00 PM	Brigham City EC
	Mar 16	9:00 AM–4:00 PM	Logan EC



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